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CITY OF ATLANTA

KASIM REED
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30303-0300
TEL (404) 330-6100

November 22, 2010

Council President Ceasar Mitchell and
Members of the Atlanta City Council
City Hall South
68 Mitchell Street, SW
Suite 2900
Atlanta, Georgia 30303

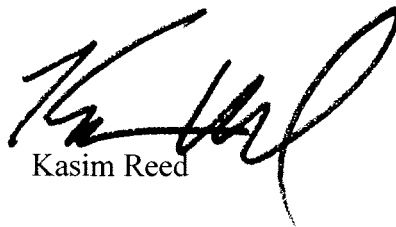
Re: Contract Compliance Hearing Officer Appointment

Dear President Mitchell and Members of the Council,

It is my pleasure to appoint Cecily J. McLeod to serve as a member of the Contract Compliance Hearing Office on behalf of the City of Atlanta. This appointment will **fill the Contract Compliance Officer seat of Ms. Shera Grant which expired on April 30, 2010. Ms. McLeod will be appointed for a term of two years beginning with Council confirmation.**

I am confident that Ms. McLeod will serve as a Contract Compliance Officer with integrity and dedication.

Sincerely,



Kasim Reed

CECILY J. McLEOD

483 Kendrick Ave, S.E.
Atlanta, GA 30315

cecily.mcleod@gmail.com

850-637-3557 (Cell Preferred)
404-635-1156 (Home)

PROFESSIONAL LEGAL EXPERIENCE

Zwicker & Associates, P.C., Lawrenceville, GA

June 2009 - Present

Contested Litigation Supervising Attorney, Areas of Law: consumer and creditors' rights law

Prepare for and litigate bench and jury trials as first-chair trial counsel in matters involving contract law, FDCPA, FBPA, FCRA and other consumer law issues weekly in Georgia state and superior courts; serve as lead counsel in mediations and arbitrations; defend depositions; draft and argue procedural, discovery and pre-trial motions and responsive briefs in matters involving contract law, FDCPA, FBPA, FCRA and other consumer law issues weekly in Georgia state, superior and appellate courts; supervise associates and paralegals in various litigation support tasks.

DNK Cornwell, LLC , Atlanta, GA

July 2009 - Present

Of Counsel, Areas of law: general commercial law and sports law

Prepare witnesses for depositions and trial testimony; draft discovery responses; review and analyze thousands of discovery documents and synthesize key information into strategy memoranda and trial preparation indices; research and analyze various state and federal laws across the nation and draft research memoranda and motions regarding the same.

Locke, Lord, Bissell & Liddell, LLP, Atlanta, GA

Summers 2005 and 2006; April 2007-May 2009

Associate, Areas of Law: general commercial litigation, IP litigation and international arbitration

- Represented physician practice against individual doctor seeking contract damages and specific performance as second-chair attorney in a four (4) day jury trial, prepared and argued aspects of jury instructions, and conducted post-trial juror interviews.
- Argued motions in federal and state courts regarding contempt of court, summary judgment, bankruptcy creditors' rights, and discovery.
- Served as discovery coordinating counsel in multimillion dollar reinsurance litigation and multi-million dollar international insurance arbitrations, which included managing paralegals and associates in document production and review, Concordance sorting, exhibit preparation, and directing local counsel.
- Served as the intermediary and directing counsel in international aviation matters, which included analyzing aviation documents and preparing detailed reports to insurers and reinsurers in aviation crash/defect/warranty matters.
- Prepared pleadings, motions and briefs in civil actions in U.S. Supreme Court, federal Court of Appeals, federal District Court, U.S. Bankruptcy Court, and local superior and state courts.
- Propounded discovery requests and prepared discovery responses in insurance/construction and general commercial litigation matters.
- Advised clients on various landlord-tenant, construction and HOA issues.
- Investigated claims of copyright infringement and prepared copyright registrations.
- Completed NITA mediation training course.

PROFESSIONAL ACTIVITIES & VOLUNTEER WORK

- *Bar Member*, U.S. District Courts for the Northern and Middle Districts of Georgia
- *Board Member*, International Rescue Committee (IRC)
- *Co-Chair of the National Moot Court Competition, Region V*, Young Lawyers Division of the State Bar of Georgia
- *Coach*, Grady High School Mock Trial Team (2010 State Champions, 3rd Place at National Competition)
- *Steering Committee*, Women Advancing Microfinance
- *Founding member*, World Affairs Counsel Young Leaders
- *United Way Volunteer Involvement Program (V.I.P.) Alumna*
- *Author*, Daubert Online Updates (2007-2009)

EDUCATION**The University of Florida Fredric G. Levin College of Law**

Juris Doctor, cum laude, December 2006

Certificate: International and Comparative Law

Honors and Activities:

- The Student Commencement Speaker for the Levin College of Law, Fall 2006
- Judicial Extern Clerk, Criminal Law, Eighth Judicial Circuit Court, Gainesville, Florida, Fall 2005
- Journals: Managing Editor, *Journal of Law & Public Policy*; Contributing Member, *Florida Journal of International Law*
- Scholarships: Shook, Hardy & Bacon, LLP Scholarship and Darrey A. Davis Memorial Scholarship
- Honors: Legal Research & Writing and Trial Practice
- Leadership: Teaching Assistant: Legal Research and Writing (Spring 2005), Appellate Advocacy (Fall 2005); President, Trial Competition Team; Executive Board, Florida Blue Key Leadership Honorary; Defense Attorney (Fall 2004-Fall 2006), University of Florida Honor Court; National Convention Delegate, Black Law Student Association, Spring 2005.

Summer Seminar at Oxford University, Oxford, England, Summer 2006

Coursework in Comparative Criminal Procedure, English Legal History, European Union Law

The University of Florida

Bachelor of Arts in Political Science, 3.3, December 2002

Minor: Business Administration; **Certificate:** International Relations

Honors and Activities: Student Alumni Commencement Speaker; J.W. Reitz Scholar; Scarborough Study Abroad Scholar; Outstanding Female Leader Finalist (approximately 5 finalists out of student body); Florida Cicerones/Student Alumni Association Hall of Fame

Institute for American Universities, Aix-en-Provence, France, Summer 2002

Coursework in International Business, The European Union

REFERENCES (additional references available upon request)

- **Michael V. Coleman**
Former Locke Lord Managing Partner
Epstein Becker Green
Partner
404-923-9042
- **C. Anthony Mulrain**
Former Locke Lord Partner
Epstein Becker Green
Partner
404-923-9049
- **J.David Hopkins**
Locke Lord Bissell & Liddell LLP
Partner
404-870-4677
- **Elizabeth Campbell**
Locke Lord Bissell & Liddell LLP
Senior Associate
404-870-4679

Sec. 2-1384. Contract compliance hearing officer.

(a) *Appointment and term.* **The mayor shall appoint a contract compliance hearing officer and an alternate hearing officer, to be confirmed by the city council.**

No employee or elected official of the city shall be appointed who is a contractor or subcontractor or who owns any interest in any contracting or subcontracting firm or who does business with the city as a contractor. **The officer shall serve for a two-year term and shall not be eligible to serve more than two consecutive terms.**

(b) *Authority.* Unless an action has been initiated previously in the courts for essentially the same cause of action, the contract compliance hearing officer shall have the authority to review and determine:

(1) Any appeal by a contractor, bidder or offeror from a determination of noncompliance with the equal employment opportunity in purchasing and contracting requirements in division 11 of this article made by the contract compliance officer;

(2) Any appeal by a contractor, bidder or offeror from the refusal of the contract compliance officer to place the contractor, bidder or offeror on the list of precertified businesses, pursuant to section 2-1416;

(3) Any appeal from a denial of certification of a business as an African American business enterprise (AABE), Asian Pacific American business enterprise (APABE), Hispanic American business enterprise (HABE), or female business enterprise (FBE) by the contract compliance officer under division 12 of this article; and

(4) Any appeal by a contractor, bidder or offeror from a determination of noncompliance with the requirements regarding minority and female business enterprises in division 12 of this article, when applicable, made by the contract compliance officer.

(c) *Duties and compensation.* A contract compliance hearing officer shall hold hearings upon appeal by any contractor, bidder or offeror. The hearings shall be held in any municipal building and shall be open to the public. Each hearing officer shall be paid the sum of \$300.00 per day or for any portion of the day that the hearing officer serves. Administrative services, as may be required by the officer, shall be furnished by the departments and agencies of the city.

(Ord. No. 2009-78(09-O-1876), § 10, 12-15-09)